

MASON TOWNSHIP

17049 US 12, EDWARDSBURG, MI 49112

Tel 269 641-5923 Fax 269 641-5718

ZONING PERMIT INFORMATION BUILDING PERMIT INFORMATION

FOR ALL NEW CONSTRUCTION YOU MUST SHOW PROOF OF:

Well and septic permits obtained from the Cass County Health Department, 201 M-62 Cassopolis, Mi. 49031. 269-445-5280

Driveway permit from the Cass County Road Commission. 269-445-8611

Earth change permit from the Cass County Soil and Erosion office if the excavation site is over one acre or within 500 feet of a lake, river, stream or wetlands. 269-445-4428
Homes over 3500 square feet must have blueprints of home. For commercial and Industrial the blueprints must be stamped by a Michigan registered architect.

Sewer permit - if you are building in the Sewer District (Juno Lake Area), you must go to the Ontwa Township Hall, 26225 US 12, Edwardsburg, to purchase a sewer tap permit.

1. **ZONING PERMIT:** A zoning permit must be determined before a building permit can be issued. You will need to bring: a drawing of the lot description and size including the location of the structure on the property, showing dimensions to scale and the setbacks. Portable sheds must have a zoning permit. Cost for the permit is \$25.00. Contact **Leroy Krempec**, Zoning Administrator, 574-343-3441. His office hours are Thursday from 5-7pm.

This is a required permit, prior to any construction on the property.

2. **BUILDING PERMIT APPLICATION:** Available at the township hall or masontwp.org. Building Inspector is Randy Schmeling, 269-625-3260, who holds office hours on Thursday from 6-7pm.
 - a. Detailed site diagram
 - b. Homeowners Affidavit -Homeowner completes form if taking out permit stating homeowner is responsible for permit.
 - c. Contractor's license. All Contractors must be licensed by the State of Michigan and registered with Mason Township.
 - d. Two sets of plans to scale. (Three sets of sealed plans if non- residential, one set will be returned to be kept on the job site.) included in the plans:
 - A. Foundations
 - B. All significant elevations (side view)
 - C. Floor Plans
 - D. Cross section of one wall from footing to peak
 - E. Identify north elevation as **(N)**. Be sure to show dimensions.
 - e. Energy code calculations. State Law requires a minimum level of energy efficiency and the calculations to verify it. This information is usually secured from the supplier of lumber and windows.

- f. Proof of ownership. A deed or land contract and evidence (Permanent Parcel Number) that your parcel has been legally recorded with the County and Mason Township.

3. Electrical permits: Jack Hughes -269-641-7280.

4. Mechanical and plumbing permits: Ed Wainwright - 269-663-8542 or his office at Ontwa Township Hall. Michigan Law requires a Mechanical Permit be issued for any fuel pipe installation or alterations, fuel oil, LP & natural gas.

All inspections should be requested at least 24 hours in advance to insure that they can be completed in a timely manner.

The Policy for determining accessory to Ag use

In order to be considered for the Agricultural Exemptions for the Mason Township Building Department, and the State of Michigan Bureau of Construction Codes, an applicant must demonstrate Accessory to Agricultural Use by one of the following methods:

- A. Provide a copy of "Schedule F" or form 4835 or other proof of meeting IRS guidelines for Agricultural Exemptions.
- B. Provide documentation of direct production AG (crop or livestock) activity (as current farmer/operator) or farming contract for crop production or livestock.
- C. Parent parcel farm use with family member involved in farming of that parent parcel.
- D. Provide documentation of enrollment of CRP program, Wetlands program, PA 116, etc.

A permit is considered abandoned if work is suspended or has not begun for any six consecutive months or completed in one year.

Work started with no permit shall be assessed an administrative fee, equal to the total permit fee.

AEP POWER, MIDWEST ENERGY COOPERATIVE AND THE NATIONAL CODE require various clearances from electrical wires. If your structure is near power lines, check with power company before building as you may be liable for costs to move lines or be forced to move structure, if it is determined to be in violation of applicable codes.

MASON TOWNSHIP WILL NOT ACCEPT ANY RESPONSIBILITY FOR THE LOCATION OF POWER OR UTILITY LINES, OR WILL THE TOWNSHIP BE RESPONSIBLE FOR INSPECTIONS OF UTILITY EASEMENTS OR LINES.

THIS PERMIT DOES NOT WAIVE THE NECESSITY FOR OBTAINING ALL OTHER REQUIRED FEDERAL, STATE, OR LOCAL PERMITS.

**NOTICE
CANCELED PERMITS CANNOT BE REFUNDED OR REINSTATED.**